

# LEARNING AND ORGANISING IN GREATER LONDON REGION UNISON



Trade Union  
Education  
Courses

2019

JANUARY – DECEMBER

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## Welcome to our new course programme for 2019

Welcome to our 2019 education and training programme for activists in the Greater London Region UNISON.

Our courses are designed to help build an active and effective union at workplace, branch and regional level based on UNISON's values: promoting members' rights; encouraging participation in the union; providing quality services to members; and equality.

Our courses aim to help you develop your skills and knowledge for organising in the workplace. They are run in a friendly and supportive way, they value participants' ideas and experiences, and they have a practical focus. They use 'student centred' methods; so you won't be lectured at or put on the spot.

The programme is arranged on a month by month basis whereby you will find the relevant course you want to attend in the month which you want to start it.

On pages 22–25 you will find two calendars, one which is organised on a month-by-month basis and the other by course heading.

Some, but not all of our courses ask that the participant complete a pre-course activity. This is not an onerous task and your Branch may be able to assist. You may also receive contact from your tutor before the course start date to check that everything is ok.



## Finding your course

This programme is organised to make it as easy as possible for you and your branch to identify the courses that suits you. This programme is designed on a month-by-month basis so that the course that you may wish to attend could cover two calendar months but you need to look for the relevant start date.

### Lost in UNISON

Many potential stewards are reluctant to commit until they know what's in store. Likewise many feel overwhelmed when they first start. They are unsure of the role, or what's expected of them, not knowing where to get advice, information and support or how they fit into the bigger union.

Lost in UNISON is a new steward induction/taster session for potential and new stewards where you get a grounding in the structures of UNISON, explore the scope of the role, identify sources of support and access further training. We also look at the difference you can make immediately in your workplace with a bit of basic organising. It's fun and informal and has been developed by existing stewards to meet the needs of new and potential stewards.

These inductions are held five times a year. We strongly recommend that once you have completed this training session, you sign up to attend a five-day Introductory Organising Steward course. (See information on ERA accreditation).

See page 24 for dates and venues of upcoming sessions or contact Amanda Mayers – 020 7535 6561 / [a.mayers@unison.co.uk](mailto:a.mayers@unison.co.uk) for more information.

### Employment Rights Act accreditation

As a consequence of the Employment Rights Act the union has a legal responsibility to designate that reps are 'competent' to represent members at grievance and disciplinary hearings – (known as ERA accreditation/certification).

The union has decided that the way in which it will meet this objective is for new reps to attend the five-day Introductory Stewards course and for other reps who have been activists for a number of years but have not been able to attend any formal training, complete the three-day Stewards Refresher course which will provide them with ERA accreditation/certification. Stewards will then be asked to complete this refresher five years after attending their introductory course and every five years subsequently.

If you have been a steward for some time and have not been ERA accredited you can obtain this important credential by attending a three-day Stewards Refresher please note this course is NOT for new reps who have not attended the five-day Introductory Organising Stewards course).

### First Step for Stewards / Introductory Organising Stewards

All new reps should attend the five-day Introductory Organising Stewards course. This builds on the Lost in UNISON induction session and explores in a more detailed way the role and responsibilities of a UNISON steward and how the union works. Completing this course ensures that you are ERA accredited and you really can't do with it!

If you successfully complete a five-day organising steward course, you will be entitled to a certificate from UNISON, under the ERA, to confirm that you have undertaken the necessary training and are ERA Accredited. This would be useful in the unlikely event of a manager challenging you.

## Further training for stewards

After completing the Introductory Organising Stewards course there are a range of courses available to further develop and continue to expand your knowledge and skills:

### Negotiating Skills

This three-day course will help participants to develop and practice negotiating skills; be more effective team negotiators; understand that process of negotiating, and be familiar with different styles of negotiating.

### Dealing with Reorganisation and Redundancy at Work

This three-day course looks at anticipating and dealing with management proposals for change and re-organisation at work. It will also help you prepare a trade union response to protect your members' interests.

### Speaking with Confidence

This three-day course will help get your message over in a variety of typical trade union settings.

### Stewards Refresher

If you have been a steward for some time and have not been ERA accredited, or you last attended an Introductory stewards course more than five years ago, you should attend a three-day Stewards Refresher course to ensure you maintain your ERA accreditation. **Please note this course is NOT for new reps who have not attended the five-day Introductory Organising Stewards course).**

### Introductory Health and Safety Reps course

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework both domestic and European, of health and safety in the workplace. It covers the employers legal responsibilities and where you and the union fit into this very important process. The course also explores how we can organise around workplace health and safety issues.

## Your right to attend training courses

### Paid time off

**Your rights:** You have a legal right to reasonable paid time off for training in your union industrial relations duties. You should give your manager at least a few weeks notice, and if asked to, provide them with information about the content of the course. So, when you send off your application form to UNISON, at the same time ask management for time off using your local procedure – don't delay by waiting until your course place is confirmed. If you need help at any stage ask your UNISON branch.

### What the law says about time off:

Stewards and other branch officers have rights given by the Trade Union and Labour Relations (Consolidation) Act 1992, backed up by the ACAS Code of Practice on 'Time Off for Trade Union Duties and Activities' revised in 2003. You can find the Code of Practice on [www.acas.org.uk](http://www.acas.org.uk). Union Learning Reps have rights from the same Act and the same ACAS Code of Practice applies. Safety Reps have similar rights described in the Code of Practice and Regulations on Safety Representatives and Safety Committees (1977). These are reproduced as a UNISON publication

of the same name. Have a look as well at the UNISON publication 'Time to Act – negotiating time off for trade union duties and activities', stock number 2359.

### Paid time off for part-time workers:

If you attend a course for which paid time off is available and those course hours exceed those you normally work then you should be entitled to receive pay or time off in lieu for those extra hours. If you need help with this please contact your branch secretary.

## Course arrangements

**Timing:** All of our courses run from 9.30am (prompt) to 4.30pm. The start time will be clear in the details that we send you when you are booked on a course. Whatever the final details say: for everyone's benefit, please get there on time.

We use a number of venues throughout London for the delivery of our courses:

**Venues:** We try to run our most popular courses at various venues around London, for others we use Central London venues. Rather than repeat this information throughout the programme it is summarised here:

■ **Central London:** We use a number of venues in Central London (in the Euston/Kings Cross area). These are all served by a number of tube lines from all over London. Precise details will be given when you apply.

■ **Tooting:** We use South Thames College, 71 Tooting High Street, SW17 OTQ

■ **Tottenham:** We use the College of North East London, Tottenham High Street. Nearest tube: Seven Sisters.

**Course fees and expenses:** There is no cost to you as an individual. Where we show a course fee that will be paid by the branch. Our course fees are to cover the cost of lunch at venues where we provide it. Travel and subsistence fees will also be paid by the branch. We will provide you with a claim form to give to your

branch. They should also pay any additional child care costs that result from attending a course – **it is best to discuss this with your branch before attending.**

**Course numbers:** Many of our courses can only run if we have at least 15 participants. Unfortunately, if we don't recruit 15 participants onto a course we are not able to run some of them. This is disappointing and frustrating all-round. In these circumstances we try and offer alternative courses if they are available. We are happy to tell you about numbers in advance if you are anxious to know whether or not your course is likely to run.

**Cancellation:** If for any reason you find that you cannot attend a course that you have applied for, then you should let your branch know as soon as possible as they may be able to find someone else to fill your place. You should also let the Education

Unit at Regional Office know (see Enquiries and contacts). If you fail to attend without informing us before the course starts there will be a penalty charge made on your branch.

### Bursaries

If you are doing a course in Further or Higher education relating to trade unionism, you might be eligible for a National or Regional bursary. These help with course fees and the cost of books etc.

The main criteria used for supporting members/activists engaged in a course is that the subject matter should be connected to some aspect of trade unionism and the application from should be supported by your branch.

If you need further information about bursaries please log onto the UNISON website

[www.unison.org.uk/laos](http://www.unison.org.uk/laos).





**Branch courses and branch development:** As well as courses run at regional level we can help organise courses and sessions for individual branches. For example, we can arrange for introductory stewards courses at branch level, and can assist with branch development workshops to help with recruitment and organisational effectiveness. Your branch education co-ordinator or branch secretary will arrange local publicity when something is organised for your branch. Minimum numbers will apply to enable courses to run. To find out more contact the Education team.

**OLBA – Online Branch Accounting system:** It is now a requirement by rule, for all branches to use OLBA to record branch accounts, income and expenditure. This course is aimed at branch treasurers and covers budget setting, recording expenditure, reporting, reconciliation and producing the Branch Annual Financial Return at the end of the financial year.

Training for OLBA is a one-day course held at UNISON Centre in Euston Road and is available through the Education Team contact Amanda Mayers on **0207 535 6561**.

**WARMS – Web Access RMS:** UNISON's membership records database is now available to all branches through its new web access interface. Branch secretaries and membership officers can access and view their members records from anywhere they have access to the internet. Branches can now add their own members application forms, update their members records and produce mapping reports for recruitment planning. One of the most popular features of the system is the ability to email a group of members with the press of a few buttons.

Access is granted automatically to the branch secretary, who then adds users agreed by the branch. Users need to register with <https://my.unison.org.uk> and follow

the instructions for accessing WARMS. Training is online and there are a number of e-learning modules that can be completed at the users own speed.

Any queries on WARMS please speak to your regional organiser or the membership section.

## Opportunities with the TUC

We work closely with the TUC education service in London. They help us run many courses, and we encourage UNISON members to attend their courses. They publish a brochure with course details three times a year, which is sent to branches. The TUC offers IT training; and watch out too for the further education diploma and certificate courses in trade union studies that they support.



## Regional Education Team contact information

Our Education Administrator is Amanda Mayers who is responsible for organising and arranging the activist education programme. Contact her about the progress of your course application/s; joining instructions about how to get to your course; course vacancies and numbers etc.

Telephone 020 7535 6561  
Email [a.mayers@unison.co.uk](mailto:a.mayers@unison.co.uk)

Please note – we will only accept email applications if sent by your branch secretary. You may also use our dedicated mailbox: [g.education@unison.co.uk](mailto:g.education@unison.co.uk)

Find out more about UNISON education on these websites:

<https://london.unison.org.uk> London Region's website which has a pdf of this programme, and application forms on the home page.

<https://learning.unison.org.uk> The national Learning and Organising Services website for activist education information.

[www.unison-opencollege.org](http://www.unison-opencollege.org) The national website for Life Long Learning.

And find out about TUC education at ...

[www.tuc.org.uk](http://www.tuc.org.uk) ... and follow the links under education and training.



## Regional Education and Training Committee

This committee oversees the work of the Education Team within the region, and receives regular reports from the Regional Education Officer and plays an important part in monitoring education within the region.

Regional Education and Training Committee members are elected from Regional Council, Regional Committee, Service Groups and SOGs and Regional Committee.

## Fill in the form

Fill in the application form, giving us all your contact details (we prefer to use your home address), including daytime phone number and email address in case we need to contact you at the last minute. We need your membership number.

## Reasonable adjustments

If you require any reasonable adjustments to enable you to attend a course please mention any on the application form so that we can make arrangements.

## Monitoring

Please don't forget to fill in the monitoring boxes covering disability, gender and ethnicity. As well as helping us monitor whether applications are representative, ethnic monitoring helps us to build up our database of Black and minority ethnic activists. If this applies to you, but you don't want to be on the database please tick the exclusion box.

## Get your branch to sign as well

As well as your signature, we must have a signature from a branch officer (usually your branch secretary or branch education co-ordinator), so that:

- we know your branch supports your application
- they know you have applied
- they can help you with paid time off
- they will pay your travel and meal expenses
- they will pay any course fees

If you don't know who your branch secretary is, ring us on **0207 535 6561** to find out.

## Start arranging time off

At the same time as you apply we strongly advise you to begin arranging time off. Inform your manager, using your local procedure, and if they ask you to, provide them with information about the content of the course. We can get you this information, if necessary. Don't delay your time off request by waiting until your course place is confirmed, as your manager may then say that you didn't give them enough notice. If you need help at any stage ask your UNISON branch.

## Send it to us as soon as possible

Your application should be sent (no stamp needed) to **FREEPOST, UNISON GLR EDUCATION**. If you would prefer, you may get your branch to email your application, but we will need a covering note in lieu of a branch signature, and we must have all the information requested on the form. Your application must get to us at least two weeks before the course.

## When we get your application

Most of our courses are run solely for activists in Greater London Region, and you will receive your course details from us. Once we have received your completed application form, signed by your branch, we will send you an acknowledgement letter and **approximately** 10 days before the course start date we will send you a letter giving details about the course, joining instructions and a map of the venue. If for any reason you do not receive this information please contact us at Regional Office.

## There is a penalty if you fail to show up

Please note that after you receive final details we will expect you at the course. If you fail to attend, without giving us any notice, your branch will be charged a £15 penalty for each day of the course.

## If the course is full

Please note that we accept applications on a 'first come, first served' basis. If, as sometime happens, a course is full, we'll try and find you an alternative.

## If the course is cancelled

We know that course cancellation is frustrating and inconvenient and we do our best to avoid it, but many of our courses require minimum numbers in order to run. Unfortunately, that means that some of our courses do get cancelled. If that happens we will try and find you another course.

## Travel expenses

To get your travel expenses you should claim from your branch. We can give you a claim form to use (unless your branch has its own). You might also want to claim a lunch allowance, if none is provided at the course, (see below). Child care costs should also be paid by the branch.

## Course fees

We only charge a course fee (for your branch to pay) where we provide lunch at a course venue. This fee is £20 per day. We don't charge this fee where there is no lunch provided by the region but we expect branches to provide a lunch allowance. You must get your application countersigned by your branch so that they are aware of these arrangements.

# JANUARY



## Courses starting in January

### INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a **must do** for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 4).

**At** Central London  
**On** 11, 18 & 25 January  
& 1 & 8 February  
**(5 FRIDAYS)**  
**Code** L001

5  
FRIDAYS



## Courses starting in February

### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

#### DEALING WITH REORGANISATION AND REDUNDANCY AT WORK

This three-day course looks at anticipating and dealing with management proposals for change and reorganisation at work, and will help you prepare a trade union response to protect your member's interests.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 20, 21 & 22 February  
**Code** L002



### INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

#### LOST IN UNISON

If you are thinking about becoming a steward but are not sure yet, or have recently been elected as a steward you should consider attending this

one-day course, the purpose of which is to ease you into the role of a UNISON rep.

**At** Euston (NUT)  
**On** 22 February  
**Code** L003

## Courses starting in March

### INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

#### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a must do for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto

other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 4).

**At** Central London  
**On** 1, 8, 15, 22 & 29 March  
**(5 FRIDAYS)**  
**Code** L004

**At** Tooting  
 (South Thames College)  
**On** 11, 12 & 13 March  
 & 25 & 26 March  
**Code** L005



### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

#### STEWARDS REFRESHER (ERA RE-ACCREDITATION)

This course is designed to meet the requirements of the Employment Relations Act (ERA) on re-accreditation.

This three-day course is for reps and branch officers who did an Introductory Organising Steward course over five years ago OR reps

and branch officers who have never done an Introductory Organising Steward course but have been carrying out the full role of a steward ie representing members on grievances and disciplinarys.

UNISON's NEC have determined that

from 2010 UNISON reps should attend a Stewards Refresher course every five years.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 12, 13 & 14 March  
**Code** L006

#### SICKNESS ABSENCE

This three-day course will help you assess your employer's policy and practice, deal with sickness monitoring cases and develop an

organising approach around this issue.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 26, 27 & 28 March  
**Code** L007

# APRIL



## Courses starting in April

### INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

#### SPEAKING WITH CONFIDENCE

This three-day course will help get your message over and communicate more confidently in a variety of typical trade union settings.

**LUNCH PROVIDED, £60 COURSE FEE.**

At Euston (NUT)

On 1, 2 & 3 April

Code L008



#### INTRODUCTORY SAFETY REPS

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework, both domestic and European, of health and safety in the

workplace. It covers the employers legal responsibilities and where you and the union fit into this very important process. The course also explores how we can organise around workplace health and safety issues.

At Tooting

(South Thames College)

On 3, 4 & 5 April

& 18 & 19 April

Code L009

# APRIL



## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### FACILITY TIME

**NEW!**

This three day course will cover: analysing your current situation regarding facility time; understanding the law on facility time and the ACAS Code; raising the

debate with members and employers; responding to attacks on facility time and strategic planning to protect facility time.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 17, 18 & 19 April  
**Code** L010

### EMPLOYMENT LAW UPDATE

This three-day course is aimed at reps who want to develop their understanding of key issues regarding employment law and to refresh their understanding of new developments. The course is aimed at those reps

undertaking individual casework and also collective issues. The course specifically looks at TUPE and the wider employment law field.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 24, 25 & 26 April  
**Code** L011

## INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a must do for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 4).

**At** Tottenham (CONEL)  
**On** 24, 25 & 26 April  
& 7 & 8 May  
**Code** L012

### LOST IN UNISON

If you are thinking about becoming a steward but are not sure yet, or have recently been elected as a steward you

should consider attending this one-day course, the purpose of which is to ease you into the role of a UNISON rep.

**At** Euston (NUT)  
**On** 26 April  
**Code** L013



## HEALTH AND SAFETY

These courses follow up the introductory safety reps courses

### DEALING WITH BULLYING AND HARASSMENT

This three-day course will include an introduction to dealing with cases of bullying, racial harassment and sexual harassment. It will help you

organise in the branch collectively around these issues.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 29 & 30 April & 1 May  
**Code** L014

## Courses starting in May

### INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

#### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a **must do** for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 4).

**At** Central London  
**On** 1, 8, 15, 22 & 29 May  
**(5 WEDNESDAYS)**  
**Code** L015

5  
WEDNESDAYS

#### INTRODUCTORY SAFETY REPS

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework, both domestic and European, of health and safety in the workplace. It covers the employers legal responsibilities and where you and the union fit into this very important process. The course also explores how we can organise around workplace health and safety issues.

**At** Central London  
**On** 2, 9, 16 & 23 May & 6 June  
**(5 THURSDAYS)**  
**Code** L016

5  
THURSDAYS

**At** CONEL (Tottenham)  
**On** 13, 14 & 15 May & 4 & 5 June  
**Code** L017



# MAY



## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

## DISCIPLINARY AND GRIEVANCE HEARINGS

This is a new course which uses video of these type of hearings which are linked to activities that explore arguments, used by the employer and how the UNISON representative responds.

The course will show how a typical hearing runs and examines the roles of all participants. If you have

represented members at these hearings or are going to do so in the future, this course will be a very useful opportunity to gain a better knowledge of this type of hearing.

This is a four-day course and participants should seek to ensure they have obtained paid release to attend from their employer.

**Note:** You should have attended one of our five-day introductory organising steward courses before applying for this course.

**LUNCH PROVIDED, £80 COURSE FEE.**

**At** Euston (NUT)  
**On** 6 & 7 May & 3 & 4 June  
**Code** L018

## ICT FOR TRADE UNIONISTS

This three-day course is aimed at all union members wishing to develop IT skills. It is intended to help with personal and career development, increase ICT confidence and enable reps to carry out their union duties.

It includes:

- creating flyers
- managing trade union information
- writing reports
- email and internet skills
- general computer skills.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** UNISON Centre  
**On** 10, 17 & 24 May  
**(3 THURSDAYS)**  
**Code** L019

**5  
THURSDAYS**



## ORGANISING AND RUNNING YOUR BRANCH

For branch officers and committee members with branch level responsibilities.

### GOING TO CONFERENCE

**This one-day workshop is for branch delegates attending Members Conference.** The course will help you understand conference rules and procedures, preparing and making a short speech, and getting

the most out of conference. The course will also help you play an active role in conference business and demystify the process.

**LUNCH PROVIDED, £20 COURSE FEE.**

**At** Euston (NUT)  
**On** 17 May  
**Code** L020



## HEALTH AND SAFETY

These courses follow up the introductory safety reps courses.

### TACKLING STRESS AT WORK

This three-day course examines verbal and physical abuse at work as is common as pressure increases on service users and UNISON members as well as work related causes of stress and trade union strategies to get employers to take it seriously and

do something about it. This course examines the issues and develops the trade union response.

*You must have attended a UNISON safety reps course first.*

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 22, 23 & 24 May  
**Code** L021

## Courses starting in June

### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

#### STEWARDS REFRESHER (ERA RE-ACCREDITATION)

This course is designed to meet the requirements of the Employment Relations Act (ERA) on re-accreditation.

This three-day course is for reps and branch officers who did an Introductory Organising Steward

course over five years ago OR reps and branch officers who have never done an Introductory Organising Steward course but have been carrying out the full role of a steward ie representing members on grievances and disciplinaries. UNISON's NEC have

determined that from 2010 UNISON reps should attend a Stewards Refresher course every five years.

**LUNCH PROVIDED, £60 COURSE FEE.**

At Euston (NUT)

On 3, 4 & 5 June

Code L022

### HEALTH AND SAFETY

These courses follow up the introductory safety reps courses

#### MENTAL HEALTH AT WORK AWARENESS

**NEW!**

This three-day course looks at what employers can do to maintain mental health at work; will identify some of the common signs and symptoms of poor mental health in the workplace; discuss and explore strategies for intervention and support for members experiencing mental ill

health; understand what causes stress for us in our union roles and review strategies for coping with stress.

**LUNCH PROVIDED, £60 COURSE FEE.**

At Euston (NUT)

On 11, 12 & 13 June

Code L023

#### NEGOTIATING SKILLS

This three-day course will help participants to develop and practice negotiating skills; be more effective team negotiators; understand that process of negotiating, be familiar with different styles of negotiating, understand how to prepare, present and negotiate on a claim and develop good practice in negotiations.

**LUNCH PROVIDED, £60 COURSE FEE.**

At Euston (NUT)

On 12, 13 & 14 June

Code L024



# JUNE

## INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a **must do** for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto

other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 4).

**At** Central London  
**On** 12, 13 & 14 June  
& 27 & 28 June  
**Code** L025

### LOST IN UNISON

If you are thinking about becoming a steward but are not sure yet, or have recently been elected as a steward you should consider attending this one-day course, the purpose of which is to ease you into the role of a UNISON rep.

**At** Euston (NUT)  
**On** 14 June  
**Code** L026

## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### DEALING WITH REORGANISATION AND REDUNDANCY AT WORK

This three-day course looks at anticipating and dealing with management proposals for change and reorganisation at work, and will help

you prepare a trade union response to protect your member's interests.  
**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 17, 18 & 19 June  
**Code** L027



## ORGANISING AND RUNNING YOUR BRANCH

For branch officers and committee members with branch level responsibilities.

### CHAIRING MEETINGS

Find out and practice the skills of running more formal trade union meetings so as to be fair and inclusive for all participants – suitable for all activists, especially branch chairs.

**LUNCH PROVIDED, £40 COURSE FEE.**

**At** Euston (NUT)  
**On** 27 & 28 June  
**Code** L028

## Courses starting in July

### EQUAL OPPORTUNITIES

Courses to help develop equal opportunities at work and in the union.

#### NEW EQUALITY REPS TRAINING

This three-day course is aimed at anyone interested in becoming an equality rep in order to help you understand the role, as well as finding

out more about discrimination legislation and promoting equality in your workplace.

**LUNCH PROVIDED, £60 COURSE FEE.**

At Euston (NUT)  
On 3, 4 & 5 July  
Code L029

#### RACE AND SEX DISCRIMINATION / TAKING RACE GRIEVANCE CASES

This three-day course focuses on direct and indirect race and sex discrimination in typical workplace situations. Case studies are used throughout the course to help understand what the terms mean within the framework of discrimination law. This course works through all the steps of handling a grievance based on an allegation of discrimination. It begins with a review of grievance procedures, and the time limits that apply. Using a case study it covers preparing and presenting this type of grievance.

**LUNCH PROVIDED, £60 COURSE FEE.**

At Euston (NUT)  
On 10, 11 & 12 July  
Code L030



# COURSE CALENDAR 2019

11, 18 & 25 January & 1 & 8 February	Introductory organising steward	Euston, NUT
20, 21 & 22 February	Dealing with reorganisation and redundancy at work	Euston, NUT
22 February	Lost in UNISON	Euston, NUT
1, 8, 15, 22 & 29 March	Introductory organising steward	Central London
11, 12 & 13 March & 25 & 26 March	Introductory organising steward	Tooting (South Thames College)
12, 13 & 14 March	Stewards refresher (ERA re-accreditation)	Euston, NUT
26, 27 & 28 March	Sickness absence	Euston, NUT
1, 2 & 3 April	Speaking with confidence	Euston, NUT
3, 4 & 5 April & 18 & 19 April	Introductory safety reps	Tooting (South Thames College)
17, 18 & 19 April	Facility Time <b>NEW!</b>	Euston, NUT
24, 25 & 26 April	Employment law update	Euston, NUT
24, 25 & 26 April & 7 & 8 May	Introductory organising steward	Tottenham (CONEL)
26 April	Lost in UNISON	Euston, NUT
29 & 30 April & 1 May	Dealing with bullying and harassment	Euston, NUT
1, 8, 15, 22 & 29 May	Introductory organising steward	Central London
2, 9, 16 & 23 May & 6 June	Introductory safety reps	Central London
6 & 7 May & 3 & 4 June	Disciplinary and grievance hearings	Euston, NUT
10, 17 & 24 May	ICT for trade unionists	UNISON Centre
13, 14 & 15 May & 4 & 5 June	Introductory safety reps	Tottenham (CONEL)
17 May	Going to conference	Euston, NUT
22, 23, & 24 May	Tackling stress at work	Euston, NUT
3, 4 & 5 June	Stewards refresher (ERA re-accreditation)	Euston, NUT
11, 12 & 13 June	Mental health at work awareness <b>NEW!</b>	Euston, NUT
12, 13 & 14 June	Negotiating skills	Euston, NUT
12, 13 & 14 June & 27 & 28 June	Introductory organising steward	Central London
14 June	Lost in UNISON	Euston, NUT
17, 18 & 19 June	Dealing with reorganisation and redundancy at work	Euston, NUT
27 & 28 June	Chairing meetings	Euston, NUT
3, 4 & 5 July	New equality reps training	Euston, NUT
10, 11 & 12 July	Race and sex discrimination / taking race grievance cases	Euston, NUT

7, 8 & 9 August & 22 & 23 August	Introductory organising steward	Euston, NUT
12, 13 & 14 August & 27 & 28 August	Introductory safety reps	Euston, NUT
16, 17 & 18 September	Speaking with confidence	Euston, NUT
18, 19 & 20 September	Stewards refresher (ERA re-accreditation)	Euston, NUT
19 & 26 September & 3, 10 & 17 October	Introductory organising steward	Tooting (South Thames College)
27 September	Lost in UNISON	Euston, NUT
2, 3 & 4 October & 16 & 17 October	Introductory organising steward	Central London
4, 11 & 18 October	ICT for trade unionists	UNISON Centre
7, 14 & 28 October & 4 & 11 November	Introductory safety reps	Central London
16 & 17 October & 13 & 14 November	Disciplinary and grievance hearings	Euston, NUT
16, 17 & 18 October	Tackling stress at work	Euston, NUT
28, 29 & 30 October	Dealing with bullying and harassment	Euston, NUT
29 October, 5, 12, 19 & 26 November	Introductory safety reps	Tottenham (CONEL)
30 October, 6, 13, 20 & 27 November	Introductory organising steward	Tottenham (CONEL)
30 & 31 October & 1 November	Negotiating skills	Euston, NUT
30 & 31 October & 1 November	Race and sex discrimination / taking race grievance cases	Euston, NUT
4, 5 & 6 November & 18 & 19 November	Introductory safety reps	Central London
5, 6 & 7 November	New equality reps training	Euston, NUT
6, 7 & 8 November	Dealing with reorganisation and redundancy at work	Euston, NUT
11, 12 & 13 November & 25 & 26 November	Introductory organising steward	Central London
11, 12 & 13 November	Mental health at work awareness <b>NEW!</b>	Euston, NUT
15 November	Lost in UNISON	Euston, NUT
19, 20 & 21 November	Facility time <b>NEW!</b>	Euston, NUT
19, 20 & 21 November	Sickness absence	Euston, NUT
25, 26 & 27 November	Employment law update	Euston, NUT
27, 28 & 29 November	Stewards refresher (ERA re-accreditation)	Euston, NUT
2, 3 & 4 December	Basic pension enquires	Euston, NUT
3 December	Going to black members conference	Euston, NUT

## INTRODUCTORY COURSES

Speaking with confidence	1, 2 & 3 April (Euston, NUT)	L008
	16, 17 & 18 September (Euston, NUT)	L033
Introductory organising steward	11, 18 & 25 January & 1 & 8 February (Euston, NUT)	L001
	1, 8, 15, 22 & 29 March (Central London)	L004
	11, 12 & 13 March & 25 & 26 March (Tooting, South Thames College)	L005
	24, 25 & 26 April & 7 & 8 May (Tottenham, CONEL)	L012
	12, 13 & 14 June & 27 & 28 June (Central London)	L025
	7, 8 & 9 August & 22 & 23 August (Euston, NUT)	L031
	19 & 26 September & 3, 10 & 17 October (Tooting, South Thames College)	L035
	2, 3 & 4 October & 16 & 17 October (Central London, CONEL)	L037
	30 October, 6, 13, 20 & 27 November (Tottenham, CONEL)	L038
	11, 12 & 13 November & 25 & 26 November (Central London)	L051
Introductory safety reps	3, 4 & 5 April & 18 & 19 April (Tooting, South Thames College)	L009
	2, 9, 16 & 23 May & 6 June (Central London)	L016
	13, 14 & 15 May & 4 & 5 June (Tottenham, CONEL)	L017
	12, 13 & 14 August & 27 & 28 August (Euston, NUT)	L032
	7, 14 & 28 October & 4 & 11 November (Central London)	L040
	29 October, 5, 12, 19 & 26 November (Tottenham, CONEL)	L041
	4, 5 & 6 November & 18 & 19 November (Central London, CONEL)	L047
Lost in UNISON	22 February (Euston, NUT)	L003
	26 April (Euston, NUT)	L013
	14 June (Euston, NUT)	L026
	27 September (Euston, NUT)	L036
	15 November (Euston, NUT)	L052

## LOCAL NEGOTIATING AND CASEWORK

Basic pension enquires	2, 3 & 4 December	L057
Facility Time	17, 18 & 19 April (Euston, NUT)	L010
	19, 20 & 21 November (Euston, NUT)	L053
Dealing with reorganisation and redundancy at work	20, 21 & 22 February (Euston, NUT)	L002
	17, 18 & 19 June (Euston, NUT)	L027
	6, 7 & 8 November (Euston, NUT)	L049
Disciplinary and grievance hearings	6 & 7 May & 3 & 4 June (Euston, NUT)	L018
	16 & 17 October & 13 & 14 November (Euston, NUT)	L042



Employment law update	24, 25 & 26 April (Euston, NUT)	L011
	25, 26 & 27 November (Euston, NUT)	L055
ICT for trade unionists	10, 17 & 24 May (UNISON Centre)	L019
	4, 11 & 18 October (UNISON Centre)	L039
Negotiating skills	12, 13 & 14 June (Euston, NUT)	L024
	30 & 31 October & 1 November (Euston, NUT)	L045
Sickness absence	26, 27 & 28 March (Euston, NUT)	L007
	19, 20 & 21 November (Euston, NUT)	L054
Stewards refresher (ERA Re-Accreditation)	12, 13 & 14 March (Euston, NUT)	L006
	3, 4 & 5 June (Euston, NUT)	L022
	18, 19 & 20 September (Euston, NUT)	L034
	27, 28 & 29 November (Euston, NUT)	L056

## BRANCH HEALTH AND SAFETY

Dealing with bullying and harassment	29 & 30 April & 1 May (Euston, NUT)	L014
	28, 29 & 30 October (Euston, NUT)	L044
Mental health at work awareness	11, 12 & 13 June (Euston, NUT)	L023
	11, 12 & 13 November (Euston, NUT)	L050
Tackling stress at work	22, 23, & 24 May (Euston, NUT)	L021
	16, 17 & 18 October (Euston, NUT)	L043



## EQUAL OPPORTUNITIES

New equality reps training	3, 4 & 5 July (Euston, NUT)	L029
	5, 6 & 7 November (Euston, NUT)	L048
Race and sex discrimination / taking race grievance cases	10, 11 & 12 July (Euston, NUT)	L030
	30 & 31 October & 1 November	L046

## ORGANISING AND RUNNING YOUR BRANCH

Chairing meetings	27 & 28 June (Euston, NUT)	L028
Going to conference	17 May (Euston, NUT)	L020
Going to black members conference	3 December (Euston, NUT)	L058

# AUGUST

## Courses starting in August



### INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

#### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a must do for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 4).

**At** Euston (NUT)  
**On** 7, 8 & 9 August  
& 22 & 23 August  
**Code** L031

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#### INTRODUCTORY SAFETY REPS

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework, both domestic and European, of health and safety in the

workplace. It covers the employers legal responsibilities and where you and the union fit into this very important process. The course also explores how we can organise around workplace health and safety issues.

**At** Central London  
**On** 12, 13 & 14 August  
& 27 & 28 August  
**Code** L032

## Courses starting in September

### INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

### SPEAKING WITH CONFIDENCE

This three-day course will help get your message over and communicate more confidently in a variety of typical trade union settings.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 16, 17 & 18 September  
**Code** L033



### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### STEWARDS REFRESHER (ERA RE-ACCREDITATION)

This course is designed to meet the requirements of the Employment Relations Act (ERA) on re-accreditation.

This three-day course is for reps and branch officers who did an Introductory Organising Steward course over five years ago OR reps

and branch officers who have never done an Introductory Organising Steward course but have been carrying out the full role of a steward ie representing members on grievances and disciplinaries. UNISON's NEC have determined that from 2010 UNISON reps should

attend a Stewards Refresher course every five years.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 18,19 & 20 September  
**Code** L034



## INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a must do for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 4).

**At** Tooting  
(South Thames College)  
**On** 19 & 26 September &  
3, 10 & 17 October  
**(5 THURSDAYS)**  
**Code** L035

**5**  
**THURSDAYS**

### LOST IN UNISON

If you are thinking about becoming a steward but are not sure yet, or have recently been elected as a steward you should consider attending this

one-day course, the purpose of which is to ease you into the role of a UNISON rep.

**At** Euston (NUT)  
**On** 27 September  
**Code** L036



## Courses starting in October

### INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

#### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a must do for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 4).

**At** Central London  
**On** 2, 3 & 4 October  
 & 16 & 17 October  
**Code** L037

**At** Tottenham (CONEL)  
**On** 30 October, 6, 13, 20  
 & 27 November  
**(5 WEDNESDAYS)**  
**Code** L038



### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

#### ICT FOR TRADE UNIONISTS

This three-day course is aimed at all union members wishing to develop IT skills. It is intended to help with personal and career development, increase ICT confidence and enable reps to carry out their union duties. It includes:

- creating flyers
- managing trade union information
- writing reports

■ email and internet skills  
 ■ general computer skills.  
**LUNCH PROVIDED, £60 COURSE FEE.**

**At** UNISON Centre  
**On** 4, 11 & 18 October  
**(3 FRIDAYS)**  
**Code** L039



#### INTRODUCTORY SAFETY REPS

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework, both domestic and European, of health and safety in the workplace. It covers the employers legal responsibilities and where you and the union fit into this very important process. The course also explores how we can organise around workplace health and safety issues.

**At** Central London  
**On** 7, 14 & 28 October  
 & 4 & 11 November  
**(5 MONDAYS)**

**Code** L040



**At** CONEL (Tottenham)  
**On** 29 October, 5, 12, 19  
 & 26 November  
**(5 TUESDAYS)**

**Code** L041



## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

## DISCIPLINARY AND GRIEVANCE HEARINGS

This is a new course which uses video of these type of hearings which are linked to activities that explore arguments, used by the employer and how the UNISON representative responds.

The course will show how a typical hearing runs and examines the roles of all participants. If you have

represented members at these hearings or are going to do so in the future, this course will be a very useful opportunity to gain a better knowledge or this type of hearing.

This is a four-day course and participants should seek to ensure they have obtained paid release to attend from their employer.

*Note: You should have attended one of our five-day introductory organising steward courses before applying for this course.*

**LUNCH PROVIDED, £80 COURSE FEE.**

**At** Euston (NUT)  
**On** 16 & 17 October  
& 13 & 14 November  
**Code** L042

## HEALTH AND SAFETY

These courses follow up the introductory safety reps courses

## TACKLING STRESS AT WORK

This three-day course examines verbal and physical abuse at work as is common as pressure increases on service users and UNISON members as well as work related causes of stress and trade union strategies to

get employers to take it seriously and do something about it. This course examines the issues and develops the trade union response. *You must have attended a UNISON safety reps course first.*

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 16, 17 & 18 October  
**Code** L043

## DEALING WITH BULLYING AND HARASSMENT

This three-day course will include an introduction to dealing with cases of bullying, racial harassment and sexual harassment. It will help you organise in the branch collectively around these issues.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 28, 29 & 30 October  
**Code** L044



# OCTOBER



## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### NEGOTIATING SKILLS

This three-day course will help participants to develop and practice negotiating skills; be more effective team negotiators; understand that process of negotiating, be familiar

with different styles of negotiating, understand how to prepare, present and negotiate on a claim and develop good practice in negotiations.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 30 & 31 October  
& 1 November  
**Code** L045

## EQUAL OPPORTUNITIES

Courses to help develop equal opportunities at work and in the union.

### RACE AND SEX DISCRIMINATION / TAKING RACE GRIEVANCE CASES

This three-day course focuses on direct and indirect race and sex discrimination in typical workplace situations. Case studies are used throughout the course to help understand what the terms mean within the framework of discrimination law. This course

works through all the steps of handling a grievance based on an allegation of discrimination. It begins with a review of grievance procedures, and the time limits that apply. Using a case study it covers preparing and presenting this type of grievance.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 30 & 31 October  
& 1 November  
**Code** L046

# NOVEMBER

## Courses starting in November

### INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

#### INTRODUCTORY SAFETY REPS

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework, both domestic and European, of health and safety in the

workplace. It covers the employers legal responsibilities and where you and the union fit into this very important process. The course also explores how we can organise around workplace health and safety issues.

**At** Central London  
**On** 4, 5 & 6 November  
& 18 & 19 November  
**Code** L047

### EQUAL OPPORTUNITIES

Courses to help develop equal opportunities at work and in the union.

#### NEW EQUALITY REPS TRAINING

This three-day course is aimed at anyone interested in becoming an equality rep in order to help you understand the role, as well as finding out more about discrimination legislation and promoting equality in your workplace.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 5, 6 & 7 November  
**Code** L048



### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

#### DEALING WITH REORGANISATION AND REDUNDANCY AT WORK

This three-day course looks at anticipating and dealing with management proposals for change and reorganisation at work, and will

help you prepare a trade union response to protect your member's interests.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 6, 7 & 8 November  
**Code** L049

# NOVEMBER



## HEALTH AND SAFETY

These courses follow up the introductory safety reps courses

### MENTAL HEALTH AT WORK AWARENESS

**NEW!**

This three-day course looks at what employers can do to maintain mental health at work; will identify some of the common signs and symptoms of poor mental health in the workplace; discuss and explore strategies for

intervention and support for members experiencing mental ill health; understand what causes stress for us in our union roles and review strategies for coping with stress.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 11, 12 & 13 November  
**Code** L050

# NOVEMBER

## INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a must do for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinary work and how the union works.

Once you have completed this course you can then progress onto

other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 4).

**At** Central London  
**On** 11, 12 & 13 November  
& 25 & 26 November  
**Code** L051

### LOST IN UNISON

If you are thinking about becoming a steward but are not sure yet, or have recently been elected as a steward you should consider attending this one-day course, the purpose of which is to ease you into the role of a UNISON rep.

**At** Euston (NUT)  
**On** 15 November  
**Code** L052

## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### FACILITY TIME

This three day course will cover: analysing your current situation regarding facility time; understanding the law on facility time and the ACAS Code; raising the

debate with members and employers; responding to attacks on facility time and strategic planning to protect facility time.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 19, 20 & 21 November  
**Code** L053

**NEW!**

### SICKNESS ABSENCE

This three-day course will help you assess your employer's policy and practice, deal with sickness monitoring cases and develop an organising approach around this issue.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 19, 20 & 21 November  
**Code** L054



## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### EMPLOYMENT LAW UPDATE

This three-day course is aimed at reps who want to develop their understanding of key issues regarding employment law and to refresh their understanding of new developments.

The course is aimed at those reps undertaking individual casework and also collective issues. The course specifically looks at TUPE and the wider employment law field.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 25, 26 & 27 November  
**Code** L055

### STEWARDS REFRESHER (ERA RE-ACCREDITATION)

This course is designed to meet the requirements of the Employment Relations Act (ERA) on re-accreditation.

This three-day course is for reps and branch officers who did an Introductory Organising Steward course over five years ago OR reps and branch officers who have never done an Introductory Organising Steward course but have been carrying out the full role of a steward ie representing members on grievances and disciplinarys. UNISON's NEC have determined that from 2010 UNISON reps should attend a Stewards Refresher course every five years.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 27, 28 & 29 November  
**Code** L056



## Courses starting in December



### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### BASIC PENSION ENQUIRIES

This three-day course will help you understand the basic provisions of the main occupational schemes in the public services, the role of the

state scheme, and how pensions are calculated. Very topical!

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 2, 3 & 4 December  
**Code** L057

### ORGANISING AND RUNNING YOUR BRANCH

For branch officers and committee members with branch level responsibilities.

### GOING TO BLACK MEMBERS CONFERENCE

**This one-day workshop is for branch delegates attending Black Members Conference.** The course will help you understand Conference

Rules and procedures, preparing and making a short speech, and getting the most out of conference.

**LUNCH PROVIDED, £20 COURSE FEE.**

**At** Euston (NUT)  
**On** 3 December  
**Code** L058



This information tells us whether you wish to contribute an additional 5% toward UNISON's campaign fund

#### 4 Campaign fund contribution

UNISON stands up for its members and speaks out publicly on the issues that affect them. To continue this work we ask for a voluntary 5% campaign contribution when you join. Please tick your preference below:

- Campaign Fund**  
The campaign fund promotes better public services, enables the union to talk with politicians of any party about the work our members do and supports the union's equalities work.
- UNISON Labour Link**  
Labour Link campaigns for UNISON policy on the NHS, your employment rights and for quality public services within the Labour Party locally and in Parliament.
- No thank you**  
I do not wish to contribute to campaigning at the moment. Those who choose not to opt in will not be disadvantaged in any way as compared with members who do opt in.

- If you selected 'No thank you' – by ticking this box you are giving consent for UNISON to contact you in future about our campaign funds. We will do this using the contact details you provided on this form.

This information is standard direct debit mandate information

#### Instruction to your bank or building society to pay by Direct Debit



- Please complete the form and send to:  
**UNISON, 130 Euston Road, London NW1 2AY**

Name and full postal address of your bank or building society

To the manager bank / building society

Address

Postcode

Name(s) of account holder(s)

Account number

Branch sort code

Office use only

Office use only

Service user no. 9 7 0 0 5 0

Membership number

Please pay UNISON Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with UNISON and, if so, details will be passed electronically to my bank/building society.

Signature

Date

We are legally required to keep your information up to date. You can amend your details via My UNISON at [www.unison.org.uk/my-unison](http://www.unison.org.uk/my-unison)

# UNISON WE'RE HERE WHEN YOU NEED US

If you want essential cover from UNISON it couldn't be simpler:

- ▶ you can join us online at [joinunison.org](http://joinunison.org)
- ▶ call free on **0800 171 2193**
- ▶ or fill in this form and return it by freepost to:

**FREEPOST RSKU-RRCA-HHSJ  
UNISON, UNISON Centre  
130 Euston Road, London NW1 2AY**

If you're looking for the support of a union in uncertain times join UNISON today

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This information tells us whether you wish to contribute an additional 5% toward UNISON's campaign fund

#### 4 Campaign fund contribution

UNISON stands up for its members and speaks out publicly on the issues that affect them. To continue this work we ask for a voluntary 5% campaign contribution when you join. Please tick your preference below:

- Campaign Fund**  
The campaign fund promotes better public services, enables the union to talk with politicians of any party about the work our members do and supports the union's equalities work.
- UNISON Labour Link**  
Labour Link campaigns for UNISON policy on the NHS, your employment rights and for quality public services within the Labour Party locally and in Parliament.
- No thank you**  
I do not wish to contribute to campaigning at the moment. Those who choose not to opt in will not be disadvantaged in any way as compared with members who do opt in.

- If you selected 'No thank you' – by ticking this box you are giving consent for UNISON to contact you in future about our campaign funds. We will do this using the contact details you provided on this form.

This information is standard direct debit mandate information

#### Instruction to your bank or building society to pay by Direct Debit



- Please complete the form and send to:  
**UNISON, 130 Euston Road, London NW1 2AY**

Name and full postal address of your bank or building society

To the manager bank / building society

Address

Postcode

Name(s) of account holder(s)

Account number

Branch sort code

Office use only

Office use only

Service user no. 9 7 0 0 5 0

Membership number

Please pay UNISON Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with UNISON and, if so, details will be passed electronically to my bank/building society.

Signature

Date

We are legally required to keep your information up to date. You can amend your details via My UNISON at [www.unison.org.uk/my-unison](http://www.unison.org.uk/my-unison)

Banks and building societies may not accept Direct Debit instructions for some types of account

# UNISON WE'RE HERE WHEN YOU NEED US

If you want essential cover from UNISON it couldn't be simpler:

- ▶ you can join us online at [joinunison.org](http://joinunison.org)
- ▶ call free on **0800 171 2193**
- ▶ or fill in this form and return it by freepost to:

**FREEPOST RSKU-RRCA-HHSJ  
UNISON, UNISON Centre  
130 Euston Road, London NW1 2AY**

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FROM  
**£1.30**  
MONTH

**UNISON**  
the public service union



# COURSE APPLICATION FORM

Please fill in both sides of this form. Note your signature and branch signature are required.

<b>We use this information to add your name to the training database for the courses you are applying for and to update your membership details.</b>	Name	
	Address for correspondence <i>(home address preferred)</i>	
	Postcode	
	Daytime phone number	
	UNISON branch membership number <i>(From your membership card). We must have this information in order to process your application.)</i>	
	Name of employer	

<b>Details of the course will be sent by email so please give the one most likely to get through.</b>	Email address
---	---------------

**Course(s) applied for (please delete/or tick as appropriate).**

CODE(S)	DATE(S)	TITLE(S)

Please note that with your joining instructions there will be information regarding the pre-course activity which we would be grateful if you would complete. If you require any help or assistance please contact your Branch.

I agree that UNISON can provide my contact details to the relevant course tutor.

Please detail any disabled facilities required and any dietary needs (in case lunch is provided).

<b>This information tells us if you have any specific requirements that will help you to participate fully in the course.</b>	
---	--

Please note that we use your name and branch on the course register which is provided to all participants and the tutor in the course pack.

Due to recent changes we now need to ensure that all course participants complete their pre-course activity. This may require, in some circumstances, the Branch to assist in obtaining relevant policies or assisting with the completion of the activity itself. Many thanks for your assistance.

## Declaration and Signature

The information supplied in this application form is accurate to the best of my knowledge.

Signature	Date

**CANCELLATION** – Please note that your branch will be charged a penalty (£15 for each day of the course) if you fail to attend without notice, once your place has been confirmed by us.

**Please make sure that your branch fills in this section, and sends it onto us, promptly.**

This application is supported by the branch. We will meet travel and subsistence costs if claimed. If a course fee is advertised we will pay when invoiced. (Note: we run some courses jointly with Eastern Region, and they may issue the invoice.) **We will accept a penalty charge if, once their place is confirmed, the applicant fails to attend without notifying regional office.**

Signed for the branch

Date

Branch position


Please return this form without delay to:

**UNISON Education, FREEPOST, London WC1B 3BR**

**Or fax to: 020 7535 2105**

Please note: we will not accept email applications unless they are transmitted by your branch secretary, and convey all the information that we request on our form.

## Monitoring information questionnaire

This information is gathered so that UNISON can monitor and evaluate participation. We appreciate the categories below are limited but within these constraints please answer the questions that apply to you.

Make sure you fill in the monitoring questionnaire below as well as the form. (please tick one box)

White UK

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Black UK

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Indian

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

White Other

Black Other, please specify

Pakistani

Irish

Asian Uk

Bangladeshi

Black Caribbean

Asian Other

Chinese

Do you identify as:

Female

Male

In another way

**Disability monitoring**

Please tick this box if you define yourself as disabled.

The information you provide and the record of your attendance of UNISON education courses may be shared within UNISON to ensure that membership and branch records are accurate and up to date. Course information may also be used for statistical purposes but this will not include any personal details. Any information given will be treated in the strictest confidence and will only be used for the purposes stated on the form. This form and any attachments will be securely stored and destroyed after one year.



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<input type="checkbox"/>

Black UK

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Indian

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

White Other

Black Other, please specify

Pakistani

Irish

Asian Uk

Bangladeshi

Black Caribbean

Asian Other

Chinese

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Email – [greaterlondonregion@unison.co.uk](mailto:greaterlondonregion@unison.co.uk)

Website – [www.unison.org.uk/london](http://www.unison.org.uk/london)

